



ASSOCIATION DES ART-THÉRAPEUTES DU QUÉBEC

BYLAWS

Ratified :

SEPTEMBER 2021

QUEBEC ART THERAPY ASSOCIATION INC.
911 Jean-Talon Street East. Office 307B
Montreal (Quebec)
514 990-5415 | www.aatq.org

TABLE OF CONTENTS

ARTICLE 1: GENERAL PROVISIONS	4
1.1 Name	4
1.2 Head office	4
1.3 Objectives	4
ARTICLE 2: MEMBERSHIP	4
2.1 Membership Categories	4
2.2 Professional Membership.....	4
2.3 Certified Professional Membership.....	5
2.4 Maintenance of Professional Membership	5
2.5 Honorary Life Membership	5
2.6 Student Membership	5
2.7 Professional Liability Insurance	5
2.8 Allied Professional Membership.....	5
2.9 Allied Student Membership.....	6
ARTICLE 3: AFFILIATION	6
3.1 Affiliation Categories	6
3.2 Special Affiliation	6
3.3 Contributing Affiliation	6
3.4 Foreign Affiliation	6
3.5 Student Affiliation	6
3.6 Professional Liability Insurance	7
ARTICLE 4: CHANGES IN MEMBERSHIP OR AFFILIATION STATUS	7
4.1 Admission to Membership or Affiliation	7
4.2 Change in Membership or Affiliation Status	7
4.3 Termination of Membership or Affiliation	7
ARTICLE 5: MEETINGS OF MEMBERS	7
5.1 Annual General Meeting	7
5.2 Notice of the Annual General Meeting	7
5.3 Chair	8
5.4 Quorum	8
5.5 Vote	8
5.6 Agenda.....	8
5.7 Failure of Notice	8
5.8 Special general meetings.....	9

ARTICLE 6: BOARD OF DIRECTORS	9
6.1 The Directors	9
6.2 Term of Office.....	9
6.3 Eligibility	9
6.4 Vacancies.....	9
6.5 Representativeness	9
6.6 Meetings.....	9
6.7 Non-Attendance	10
6.8 Quorum	10
6.9 Voting at Board Meetings.....	10
6.10 Remuneration of Directors	10
6.11 Duties	10
6.12 Regulation of Meetings.....	10
6.13 Chairing of Meetings.....	11
6.14 Removal of a Director	11
ARTICLE 7: EXECUTIVE.....	11
7.1 The Officers of the Association.....	11
7.2 The President.....	11
7.3 The Vice-President.....	12
7.4 The Secretary.....	12
7.5 The Treasurer	12
7.6 The Immediate Past President	12
7.7 Signing Officers.....	12
7.8 Remuneration of Officers	13
ARTICLE 8: COMMITTEES	13
8.1 Appointment of Committees.....	13
8.2 Standing Committees	13
8.3 Term of Office.....	13
8.4 Education and Research	13
8.5 Standards and Ethics	14
8.6 Membership	14
8.7 Communications.....	14
8.8 Bylaws and Governmental Affairs	14
8.9 Conference Committee	15
ARTICLE 9: NOMINATIONS.....	15
9.1 Nominating Committee.....	15

9.2	Candidates	15
9.3	Duties of the Nominating Committee	15
9.4	Ballot	16
ARTICLE 10: ELECTIONS.....		16
10.1	Elections Committee	16
10.2	Duties of the Committee.....	16
10.3	Election Procedures	16
10.4	Taking Office	17
ARTICLE 11: SUSPENSION OF MEMBERS OR AFFILIATES		17
11.1	Motives and Complaints	17
11.2	Preliminary Assessment of Complaint	17
11.3	Formal evaluation of complaint	17
11.4	Decision.....	17
11.5	Disciplinary Measures	18
11.6	Suspension or Exclusion.....	18
ARTICLE 12: MEMBERSHIP AND AFFILIATION FEES		18
12.1	Dues	18
12.2	Membership application fees	18
12.3	Membership application	18
12.4	Renewal	18
12.5	Reinstatement.....	19
12.6	Honorary Life Members	19
12.7	Certification Fees	19
12.8	Inactive status	19
ARTICLE 13: FINANCES		19
13.1	Financial Year	19
13.2	Audit.....	19
ARTICLE 14: AMENDMENT OF BYLAWS		19
14.1	Motion to Amend.....	19
14.2	Technical corrections	20
14.3	Other Official Documents	20
14.4	Coming into Force.....	20
ARTICLE 15: RULES OF ORDER.....		20
ARTICLE 16: LANGUAGES		20

ARTICLE 1: GENERAL PROVISIONS

1.1 Name

The name of this organization is *Association des art-thérapeutes du Québec, Inc.* It is a non-profit association incorporated under "La loi des compagnies du Québec." In the *Bylaws* which follow, the terms AATQ and the Association designate the *Association des art-thérapeutes du Québec, Inc.*

1.2 Head office

The Head Office is located within the territory of the Montreal Urban Community at a location designated by the Board of Directors.

1.3 Objectives

The AATQ is an independent organization that pursues the following objectives: 1. Advocating for the interests of art therapists in the practice of their profession; 2. Informing the public and health professionals about art therapy services, practice, and professional training and education in art therapy; 3. Provide its professional and affiliate members with the opportunities necessary to their professional development; 4. Advocate for the professional rise and growth of art therapy in Quebec.

In the absence of a professional order, the AATQ additionally holds the mandate (and not the legal power) to protect the interests of persons who are beneficiaries of art therapy services in Quebec. This mandate is carried by maintaining integrity and standards of practice and professional training (see *ethical standards*).

ARTICLE 2: MEMBERSHIP

2.1 Membership Categories

There are six categories of members: Professional, Certified Professional, Honorary Life, Student, Allied Professional and Allied Student.

2.2 Professional Membership

Professional Membership is subject to approval by the Membership Committee. Applicants for professional membership must possess a master's degree in art therapy or its academic equivalent, conferred by an institution of recognized standing. Educational equivalencies are set forth in the *Educational Equivalencies Regulations*.

The Membership Committee may not refuse to grant Professional Membership to a person for the sole reason that such person is not a Canadian citizen if they were legally admitted to Canada as a permanent resident.

A professional member may participate to all AATQ activities and receive all publications, official or otherwise affiliated. They are eligible to vote and to hold office under the condition that they are a Quebec resident.

Use of the certification mark ATPQ, ART-THÉRAPEUTE PROFESSIONNELLE DU QUÉBEC.

A Professional Member who satisfies the criteria cited under article 2.2 and the norm outlined in the *Regulations on the use of the Certification Mark* can use the Certification Mark ATPQ, ART-THÉRAPEUTE PROFESSIONNELLE DU QUÉBEC as long as they remain a Professional Member of AATQ.

The norm defined by AATQ stipulates that a member using the Certification Mark must satisfy requirements of art therapy practice, requirements of professional practice, and demonstrate their adherence to the *Code of Ethics*. The

ATPQ (Art-thérapeute professionnel.le du Québec) abbreviation is protected. The ATPQ mark of certification confirms, for the public and organisation, the professional qualifications of the art therapist.

2.3 Certified Professional Membership

Certified Professional Membership status is open to individuals who have met the qualifications and requirements stated at points 2.2 and 2.2.a of the present bylaws, who have been approved for Professional Membership and have been granted certification by the AATQ.

The Association sets up and maintains a registry of certified therapists qualified with respect to professional competence. Criteria for certification fees are formulated by the Standards and Ethics Committee for endorsement by the Board of Directors and are submitted for approval by the membership polled by mail ballot.

Certification is granted to a Professional Member in good standing who has applied to the Standards and Ethics Committee and has met the requirements as set forth in article 2.2 of the present bylaws and has assumed the applicable fees.

2.4 Maintenance of Professional Membership

In order to maintain Professional Membership status, the Professional Member shall meet professional practice requirements and standards of practice of art therapy, demonstrate adherence to ethical standards and assume annual membership fees.

2.5 Honorary Life Membership

Honorary Life Membership is to be granted to a Professional or Certified Professional Member of the Association who has made outstanding contributions affecting the field of art therapy. Honorary Life Members have the rights and privileges of Professional Membership without the payment of annual dues.

2.6 Student Membership

Student Membership is open to students enrolled in a graduate art therapy program, or the equivalent. Student Members are entitled to receive all official and affiliated publications of the Association and to attend the Annual General Meeting, but they do not have the right to vote or hold elective office.

One student representative from each official art therapy training program in Quebec is eligible to attend the Board of Directors' meetings and holds the right to vote during such meetings and during the Annual General Meeting. If the program or programs are represented by more than one student, the representatives share one vote (one vote per program). These representatives are chosen by the student body of each program.

2.7 Professional Liability Insurance

If applicable, Professional Members, Certified Professional Members, Honorary Life Members, and Allied Professional Members and are eligible to participate in the Association's group plan for professional liability insurance.

2.8 Allied Professional Membership

Allied Professional Membership is subject to approval by the Membership Committee and voted on by the Board of Directors. Persons who have completed professional training in one of the recognized disciplines of the creative arts therapies (drama, dance/movement, music or psychodrama) are eligible to apply for membership. Applicants for allied professional membership must possess a degree recognized in Quebec in their discipline. They must also demonstrate adherence to a Code of Ethical Practice that is comparable to the AATQ's Code of Ethics.

An Allied Professional Member is not eligible to vote or to hold elective office, nor can they use the Association's Certification Mark "ATPQ." They are eligible to participate in all activities of the Association and receive all of its official and affiliated publications.

One representative from each of the creative arts therapy modalities is eligible to attend the Board of Director's meetings but does not have the right to vote at these meetings, nor at General Meetings. The representative is chosen among the Quebec Art Therapy Association membership from each modality.

2.9 Allied Student Membership

Allied Student Membership is open to students enrolled in a graduate program in one of the three recognized modalities of the creative arts therapies (drama, dance/movement therapy, music or psychodrama). Allied Student Members are entitled to receive all official and affiliated publications of the Association. They can also attend all of the Association's activities and the Annual General Meeting. They do not have the right to vote or hold elective office.

ARTICLE 3: AFFILIATION

3.1 Affiliation Categories

There are four (4) types of Affiliates: Special, Contributing, Foreign and Student. Affiliates cannot represent themselves as members of the Association.

3.2 Special Affiliation

Special affiliation is open to individuals who have shown an active interest in art therapy through work or study in art therapy or a related field and who wish to support the purposes and objectives of the Association. Special Affiliates are entitled to receive all official and affiliated publications of the Association and to attend the Annual General Meeting. They do not have the right to vote or hold office. Persons qualified for membership in the Association are not eligible for Special Affiliate status.

3.3 Contributing Affiliation

Contributing Affiliation is open to individuals, organizations, institutions or foundations which contribute the specified amount annually to the Association. Contributing agencies have the privilege of assigning a specified representative. If eligible for Professional Membership, this representative has the privileges of such membership; others have the privileges of Special Affiliation.

3.4 Foreign Affiliation

Foreign Affiliation is open to interested persons residing outside Canada who wish to support the purposes and objectives of the Association. Foreign Affiliates are entitled to receive all official and affiliated publications of the Association and to attend the Annual General Meeting. They do not have the right to vote or hold office.

3.5 Student Affiliation

Student Affiliation is open to full-time students of disciplines other than art therapy who are interested in this profession. Student Affiliates are entitled to receive all official and affiliated publications of the Association and to attend the Annual General Meeting. They do not have the right to vote or hold office.

3.6 Professional Liability Insurance

Affiliates are not eligible for coverage under the Professional Liability group plan.

ARTICLE 4: CHANGES IN MEMBERSHIP OR AFFILIATION STATUS

4.1 Admission to Membership or Affiliation

Admission to membership or affiliation is made by properly completing the online membership form. The applicant shall meet the requirements for membership or affiliation and pay the designated dues. Membership or affiliation is open to all eligible persons regardless of gender, ethnic origin, religion, physical disability or social origin.

4.2 Change in Membership or Affiliation Status

A request to change in membership or affiliation status shall be made by written application, sent by mail or electronic mail, to the Membership Committee. The applicant shall make up the difference between dues already paid and the membership or affiliation fee for the new category.

4.3 Termination of Membership or Affiliation

Membership or affiliation is not transferable and lapses and ceases to exist if the Member or Affiliate dies, resigns or is suspended as hereinafter provided.

Any Member or Affiliate whose fees have not been paid as of March 15th is deemed to have resigned from the Association. However, the member may be reinstated by notifying the Head Office, by mail or electronic mail that they wish to be reinstated and by paying the arrears due to the amount of which is determined by the board of directors.

Members or Affiliates may resign from the Association by written notice, sent by mail or electronic mail, addressed to the Membership Committee of the Association. During the period of one to three years after the resignation, the member may be reinstated by notifying, by mail or electronic mail, the Head Office and by paying the arrears due and reinstatement fees determined by the board of directors. No Member is entitled to vote at any meeting while such dues remain unpaid. Other former Members and Affiliates may apply for reinstatement at any time by notifying the Head Office and they may be reinstated at the discretion of the Membership Committee. Reinstatement fees will apply.

ARTICLE 5: MEETINGS OF MEMBERS

5.1 Annual General Meeting

An Annual General Meeting of the Association shall be held on a date and at a place recommended by the Board of Directors, within four (4) months after the end of the fiscal year and at the latest on September 30th.

5.2 Notice of the Annual General Meeting

Written or printed notice of the Annual General Meeting shall be mailed to each Member and Affiliate at least thirty (30) days prior to the meeting, at their last known email address.

Each member determines, at the moment of enrollment or renewal, whether they prefer to receive notices by email or postal mail.

5.3 Chair

The President acts as Chair of the Annual General Meeting. In their absence or inability to act, the Vice-President presides in their place. In the event of both the President's and the Vice-President's absence or inability to chair, the meeting elects a Chair from among its members.

5.4 Quorum

A quorum at Annual General Meetings shall consist of 25% of the eligible voters. For the purposes of a quorum, the following eligible voters shall be counted as present:

- (1) Any eligible voter who attends the Annual General Meeting in person;
- (2) any eligible voter whose duly appointed (by written instrument) proxy holder attends and acts on his or her behalf at the Annual General Meeting.

If a quorum is not present within a reasonable time from the time appointed for the Annual General Meeting, the Chair may dissolve the Meeting or may adjourn it as deemed best, but no business shall be transacted at any adjourned Meeting other than the business left unfinished at the Meeting from which the adjournment took place. Due notice of the adjourned Meeting shall be mailed to each Member and Affiliate, and if in one half hour from the time appointed for any such adjourned Meeting a quorum is not present, then the Meeting may be proceeded with and the business for which it was called may be regularly transacted notwithstanding.

5.5 Vote

Each eligible voting Member of the AATQ in good standing as of the 45th day set for the close of the poll, present at the Annual General Meeting may cast a vote.

Procedures governing voting in the election of Directors and Officers are set forth in Article 10 of these Bylaws.

Procedures governing voting in the amendment of these Bylaws are set forth in Article 14.

Voting at a Special or an Annual General Meeting are by a show of hands, unless a ballot is demanded by 10% of the voting Members present at the Meeting. If such a ballot is demanded, it shall be taken as the Chair directs. In case of an equality of votes, the motion shall be lost.

Proxy voting is not permitted.

Unless otherwise stated in the law or these general bylaws of the Association, all questions submitted to the general meeting of members shall be resolved by a simple majority (50% +1) of the votes cast.

5.6 Agenda

The Agenda of an Annual General Meeting shall include:

- (a) Minutes of the previous Annual General Meeting and any subsequent Special General Meetings;
- (b) Approval of the Financial Statements;
- (c) Appointment of Auditors for the ensuing year, if applicable;
- (d) Committee reports;
- (e) Communications;
- (f) Other business;
- (g) Closure of the Meeting.

5.7 Failure of Notice

Accidental error or omission in giving notice of any Annual General Meeting or non-receipt of notice by a Member or Affiliate does not invalidate any resolution passed or proceedings taken.

5.8 Special general meetings

A Special General Meeting of Members may be called by the President or is called by the President on a written request of a majority of the Board of Directors or of 10% of the voting Members of the Association.

In the case of special business, notice thereof shall be given in the notice calling the Meeting. Written and printed notice of any Special General Meeting shall be emailed or mailed to each Member and Affiliate at least ten (10) days prior to the appointed date of the Meeting at the last known postal address.

The regulation of any Special General Meeting shall be in the same manner as hereinbefore provided for an Annual General Meeting of Members with respect to: (a) Chair; (b) Quorum; (c) Voting; and (d) Failure of Notice.

ARTICLE 6: BOARD OF DIRECTORS

6.1 The Directors

The affairs of the AATQ are managed by a Board of twelve (12) Directors. The Board shall consist of: a) The President; b) The Vice-President; c) The Secretary; d) The Treasurer; e) The immediate Past-President; and f) Five other Directors chair the five standing committees on: (1) Education and Research; (2) Standards and Ethics; (3) Membership; (4) Communications; (5) Bylaws and Governmental Affairs, as well as two Student Representatives.

6.2 Term of Office

The term of office is as defined under articles 7.1 and 8.3 of the present bylaws. The Student Representatives' mandate is for one year and can be renewed under the condition of re-election at a General Meeting, and for a maximum of three (3) consecutive mandates.

6.3 Eligibility

Only Professional, Certified Professional, or Honorary Life Members are eligible to be elected and hold office as Directors of the Association. The President and all the Directors must be domiciled in Quebec. Any retiring Director who remains a Member of the Association is eligible for re-election. No Member is eligible to hold more than one position on the Board, and no Director can serve more than six (6) consecutive years in the same position.

6.4 Vacancies

Any vacancy occurring on the Board of Directors is filled through an election by secret ballot held among the elected Directors. The term of office of the person so elected shall end upon the expiry of the mandate of the person whom they replace.

In the event that the position of President becomes vacant, the President is replaced for the unexpired portion of the term by one of the Directors designated by resolution of the Board.

If the position of immediate Past President becomes vacant, the Board of Directors may appoint another Past President who shall hold office for the unexpired balance of the term.

6.5 Representativeness

The Directors are, as far as possible, representative of the geographical regions of Quebec.

6.6 Meetings

The Board of Directors meets at least once every four (4) months and not fewer than four (4) times a year. Meetings of the Board are convened by the President, or one quarter of the Directors may at any time summon a meeting of

the Board. Notice of the meeting shall be given at least ten (10) days in advance of the date of the meeting by the Secretary unless notice is waived by a majority vote of the Directors.

Accidental omission to give notice of any meeting, or non-receipt of notice by a Director, does not invalidate any resolution passed or proceedings taken at any meeting of the Board.

The Board shall report concerning its activities to the Association at each Annual General Meeting.

6.7 Non-Attendance

Every Director who fails, without a reason considered valid by the Board, to attend three (3) consecutive meetings of the Board shall be replaced in accordance with the provisions applicable in cases of vacancies.

6.8 Quorum

Notwithstanding any vacancy on the Board, so long as there are at least seven (7) members of the Board, it may exercise its powers. At any meeting, a majority (50% plus one) of the Directors constitutes a quorum. Decisions are taken by a majority vote of the members present.

6.9 Voting at Board Meetings

The Board members present must vote, unless prevented by the *Bylaws* for the carrying on of the business of the Association or for reasons of conscience deemed sufficient by the President. In the case of a tie vote, the President has a casting vote.

6.10 Remuneration of Directors

Directors do not receive remuneration for their services. However, membership fees are waived for board members during the totality of their active mandate. They may receive reimbursement of expenses they incur for attending regular and special meetings of the Board. Such reimbursement may be replaced by a per diem allowance, and this amount shall be determined by resolution of the Board. This Bylaw shall not be interpreted to preclude any Director from serving the Association in any other capacity and receiving remuneration thereof.

6.11 Duties

The Directors exercise all such powers of the Association that are not, by Quebec law or by these *Bylaws*, required to be exercised by the members at Annual or Special General Meetings. In particular, but without limiting the generality of the foregoing, the Directors have the power to authorize expenditures on behalf of the Association and may delegate by resolution to an officer or officers of the Association the right to employ and pay salaries to employees. The Directors may, by resolution, choose professionals such as lawyers or other specialists to assist the Board as needed.

The Directors have the power to make expenditures for the purpose of furthering the objectives of the Association and may take such steps as they may deem requisite to enable the Association to grant or to receive money or benefits for the purpose of furthering its objectives.

6.12 Regulation of Meetings

The Board of Directors and all other committees of the Association may meet for the dispatch of business and otherwise regulate their meetings and provide for notice to be given and for the waiver thereof.

6.13 Chairing of Meetings

The President acts as Chair of the Board of Directors' meetings. In the event of the President's absence, the Vice-President presides. In the event of the absence of both the President and the Vice-President, the Directors may select a Chair from among their number.

6.14 Removal of a Director

A Director may be removed from Office before the expiration of the term for any cause in accordance with the provisions of this Bylaw. No complaint against a Director is considered unless the particulars of the complaint are submitted in writing to the President and signed by the complainant.

The President refers the complaint to an Ad hoc Committee composed of four (4) Members who are past Directors, preferably Past Presidents (none of whom shall be current Officers of the Association) for a preliminary review. If, in the majority opinion of the Committee, the complaint merits formal examination, the President informs the Directors and is bound to call a Special General Meeting of Members for its consideration.

At the Special General Meeting, the complainant or a member of the Ad hoc Committee shall present the charges. The Director against whom the complaint has been made shall be given the opportunity to examine the evidence and present a defense against the charges.

The voting Members, upon hearing the evidence and the defense, may, by a three-quarter vote of the voting Members present, remove the Director from Office. If the complainant is a voting Member of the Association, they shall abstain from voting on the motion to remove from Office. Such removal is brought to the attention of the membership in a confidential communication from the Board of Directors.

ARTICLE 7: EXECUTIVE

7.1 The Officers of the Association

- (a) the President;
- (b) the Vice-President;
- (c) the Secretary;
- (d) the Treasurer; and
- (e) the immediate Past President.

The officers are Professional, Certified Professional, or Honorary Life Members of the Association, elected for a two (2) year term of office or until their successors are elected.

The term of office may be renewed under condition of re-election during the general annual meeting up to a maximum of three (3) consecutive terms.

7.2 The President

The President exercises a right of general supervision over the affairs of the Association and presides at meetings of Members and the Board of Directors. They are responsible for the administration of the affairs of the Board and the application of its decisions and those of the Members of the Association at meetings; they coordinate the work of the Association and ensure its continuity.

The President acts as representative of the AATQ upon the request from the Board of Directors and is also a member ex-officio of all committees of the AATQ, except the Nominating Committee.

7.3 The Vice-President

The Vice-President is a member of the Board of Directors, chairs the Conference Committee, and assists the President in their duties. The Vice-President performs the duties of the President in the absence or incapacity of the President.

7.4 The Secretary

The Secretary is a member of the Board of Directors and gives or causes to be taken notice of all meetings of Members and of the Board of Directors. They attend all such meetings and act as clerk thereof and record all votes, resolutions and minutes of all proceedings in the books to be kept for that purpose. The Secretary calls meetings to order in the absence of the President or the Vice-President.

The Secretary, in general, performs all duties incidental to the office of the Secretary and such other duties as may be assigned to them from time to time by the Board of Directors.

7.5 The Treasurer

The treasurer is a member of the Board of Directors and has custody of the corporate funds and securities of the Association. They keep full and accurate accounts of receipts and disbursements in books belonging to the Association. They also deposit installments and other valuable effects in the name and to the credit of the Association and in such depositories as may be designated by the Board of Directors. They disburse the funds of the Association as may be ordered by the Board, taking proper vouchers for such disbursements, and render to the Board or the President, whenever they may require it, an account of all their transactions and of the financial position of the Association.

Before each Annual General Meeting of Members, they cause the accounts of the Association to be reviewed, or audited if so requested by the Board, by a Chartered Accountant and submit to the Annual General Meeting a Balance Sheet and Statement of Revenue and Expenditures for the preceding financial year.

In general, they perform all duties incidental to the office of Treasurer and such other duties as may be assigned to them by the Board of Directors.

7.6 The Immediate Past President

The Immediate Past President is a member of the Board of Directors and assists and advises the President in their duties. They chair the Nominations Committee and the Elections Committee.

The Immediate Past President also acts as representative of the AATQ upon request from the Board of Directors.

7.7 Signing Officers

The Officers of the Association, as set out above, constitute the sole signing officers of the Association. Any two of them have power to execute all instruments and documents authorized by the Board of Directors.

The Board of Directors may, at any time, by resolution, appoint signing officers or agents of the Association as deemed appropriate, for the purpose of signing all checks and other banking documents. In the absence of such resolution, or on the termination of a specific period provided in such a resolution, and until a further resolution of a like nature is enacted, any two Officers of the Association may sign all checks and other banking documents on behalf of the Association.

7.8 Remuneration of Officers

All Officers serve without remuneration for their services. However, they may receive reimbursement of expenses incurred by them in carrying out their duties. This Bylaw shall not be interpreted to preclude any Officer from serving the Association in any other capacity and receiving remuneration.

ARTICLE 8: COMMITTEES

8.1 Appointment of Committees

In addition to those committees specified in these *Bylaws*, the Board of Directors, by resolution, may appoint and discharge such committees as deemed advisable. Such committees have power to act within the terms of appointment and report to the Board.

8.2 Standing Committees

The five standing committees described below are chaired by the five members of the Board of Directors who are not Officers. These committees are:

- (a) Education and Research;
- (b) Standards and Ethics;
- (c) Membership;
- (d) Communications;
- (d) Bylaws and Governmental Affairs.

Two additional standing committees, the Conference Committee and the Creative Arts Therapies Week Committee, are each chaired by a member of the Board of Directors.

8.3 Term of Office

The regular term of office of all standing committee chairs is for a two (2) year term or until their successors are elected. The term of office may be renewed under condition of re-election during the annual general meeting up to a maximum of three (3) consecutive terms. The specified membership of each committee is inclusive of the elected Chair who appoints committee members from the Association's membership to fill the numerical requirement.

In the event that a committee cannot be filled by qualified Professional, Certified Professional, or Honorary Life Members, the Chairperson may, if deemed appropriate by the Board of Directors, fill certain positions by Student Members or qualified Affiliates.

Members appointed to a standing committee are limited to serving six (6) consecutive years on said committee. Each retiring Chair, if willing and able, serves for the ensuing term on that committee of which they had been Chair. The President is an ex-officio member of all committees except the Nominating Committee.

8.4 Education and Research

The Education and Research Committee is constituted of a minimum of one member. The committee aims to promote research in the field of art therapy and encourage continuing professional training.

The Education and Research Committee promotes, recognizes, and shares recent and pertinent research advances in the field of art therapy.

The Education and Research Committee also creates and promotes education, research and professional development opportunities in the field of art therapy.

The said committee remains knowledgeable with regards to university criteria relative to the training of art therapists and produce recommendations to the Board of Directors in order to ensure the upkeep and respect of high educational standards within the association.

The said committee communicates with interprovincial committees with regards to the training of art therapists.

8.5 Standards and Ethics

The Standards and Ethics Committee is constituted of a minimum of one member.

The said committee is involved in the receiving and treating complaints, as described by the articles 11.1 to 11.5 of the present bylaws.

It surveys past and current work in the field of art therapy, formulates standards for professional practice and sets up and maintains a system of registration for professional members meeting established qualifications.

This Committee writes and periodically reviews Association documents relating to professional ethics, standards and practice and registration, submitting recommendations to the Board of Directors for their amendment. Official documents and amendments approved by the Board of Directors are submitted to the voting members for ratification.

8.6 Membership

The Membership Committee consists of a minimum of one member.

It establishes membership application procedures respecting the qualifications set forth in these *Bylaws* and screens all applicants for membership or affiliation.

It maintains ongoing files of pertinent data regarding membership, including a Directory of Members providing the name, address, telephone number, and profession/occupation of each Member and Affiliate. This Directory is available online by consulting the association's website.

This Committee writes and periodically reviews regulations pertaining to *educational equivalencies* and other documents pertaining to membership and submits recommendations to the Board of Directors for their approval. Official documents approved by the Board are submitted to the voting members for ratification.

This Committee is also responsible for any matter related to professional liability insurance.

8.7 Communications

The Communications Committee consists of a minimum of one member.

It creates and supervises whatever communications are deemed advisable by the Board of Directors to ensure a well-informed membership. A monthly newsletter is sent to Members and Affiliates at their last registered electronic-mail address. This Committee develops editorial standards and practices subject to the approval of the Board of Directors.

8.8 Bylaws and Governmental Affairs

The Bylaws and Governmental Affairs Committee consists of a minimum of one member.

This Committee makes a continuing study of the Association's *Bylaws* for the purpose of making recommendations to the Board of Directors for changes designed to increase and improve the effectiveness of the organization.

The Bylaws and Governmental Affairs Committee shall monitor provincial and federal legislation relevant to the Association's purposes and objectives. It makes recommendations to the Board of Directors concerning legislation and implements policies established by the Board of Directors.

8.9 Conference Committee

The Conference committee shall consist of one member of the Board of Directors and one sub-committee of at least three (3) Members.

This Committee plans and organizes the Annual Art Therapy Conference. The Chair may appoint as many additional Members or subcommittees as necessary to carry out the various tasks involved, subject to the approval of the Board of Directors.

8.10 Creative Arts Therapy's Week Committee

The Creative Arts Therapies Week Committee shall consist of one member of the Board of Directors and one sub-committee of at least three (3) Members.

This committee creates and organizes the annual Creative Arts Therapy's Week. The representative of the committee may nominate additional members of all creative arts therapy modalities or form a sub-committee in order to accomplish various tasks. The nominations shall be approved by the Board of Directors.

ARTICLE 9: NOMINATIONS

9.1 Nominating Committee

The Board of Directors forms the Nominating Committee which consists of at least three (3) voting Members and is chaired by the immediate Past President, this at least three (3) months prior to the next annual general assembly. The Board of Directors appoints a Nominating Committee with its Members selected in such a way as to ensure, insofar as possible, geographical representation of Quebec.

9.2 Candidates

Only voting Members of the Association who are entered on the roll of forty-five (45) days or more before the date fixed for the closing of the poll may be candidates. The President and all the Directors must be domiciled in Quebec.

Student members who are candidates for the Student Representative positions are exempt from the above-mentioned delay criterion.

The Board may direct the Nominating Committee to restrict the candidates for one of the positions of Director to Members of a specific geographical region, gender, subdiscipline interest, or language group, in the interests of promoting Board representativeness.

9.3 Duties of the Nominating Committee

The Nominating Committee must abide by this Bylaw and by the document of the *Nominating and Elections Procedures* in the exercise of their functions. The Nominating Committee is charged with the task of inviting nominations from the voting Membership. The Nominating Committee instructs the Secretary to mail a Nominating Ballot to all voting Members at least three (3) months before the date of the next Election, providing information on the nominating procedures and inviting interested members to send in their nominations for each elective position

on the Board of Directors. These ballots, bearing the signature of the nominating Member, shall be returned to the Secretary at least one (1) month before the date of the next biannual Election.

The Chair of the Nominating Committee shall ascertain that according to the AATQ Bylaws, those nominated are qualified to hold office and are willing to stand for office.

9.4 Ballot

The Nominating Committee prepares an Election Ballot which lists the candidates nominated and includes provision for one write-in candidate for each elective position. The ballot papers and envelopes shall be clearly marked in the same form and as nearly alike as possible. Each candidate's name shall be presented in the same form and as nearly alike as possible. Each ballot contains a small space in the form of a square reserved for voting at the right of the name of each candidate. The ballot is transmitted to the Secretary for distribution to the voting Members.

ARTICLE 10: ELECTIONS

10.1 Elections Committee

The Elections Committee is composed of the Immediate Past President as Chair and two (2) other Members chosen by the Chair who are not candidates for any position to fill.

10.2 Duties of the Committee

The Elections Committee is responsible for the counting of the ballots.

10.3 Election Procedures

At least thirty (30) days before the date fixed for the Annual General Meeting, the Secretary of the Association sends to each Member of the Association entitled to vote, at their last known postal address, the following documents:

- a) Information explaining the election procedures;
- b) a ballot paper prepared by the Nominating Committee and certified by the Secretary stating the names of the candidates for each elective office;
- c) a short introduction written by each candidate;
- d) an envelope addressed to the Elections Committee on which the word "BALLOT" is written;
- e) notice of the date fixed for the Annual General Meeting and notice of the date fixed for the closing of the poll.

The date fixed for the closing of the poll shall be at least twenty (20) days after the distribution of the ballots and accompanying documents to the voting Members. By this date, each voting Member may return the said ballot to the Chair of the Elections Committee indicating their choice of candidates for the elective offices listed on the ballot.

The Chair of the Elections Committee deposits, without opening them, all envelopes containing ballot papers that are received before the closing of the poll, in a sealed ballot box.

Within ten (10) days after the closing of the poll, the Elections Committee counts the ballots. The candidate for each office who receives the greatest number of votes cast is declared elected. In case of a tie vote, a drawing of lots determines which candidate is elected. The decision of the Elections Committee with respect to the validity of ballots received and votes cast is final.

The Chair of the Elections Committee informs the successful and unsuccessful candidates of the election results, no less than twenty-four (24) hours before the Annual General Meeting.

Elections results are presented during the Annual General Meeting.

10.4 Taking Office

The Directors and Officers elected by the procedure provided in this Bylaw take office immediately after the final adjournment of the Annual General Meeting following their election.

ARTICLE 11: SUSPENSION OF MEMBERS OR AFFILIATES

11.1 Motives and Complaints

A complaint can be presented to the Association's Board of Directors at any moment. No complaint against a Member or Affiliate shall be considered unless the particulars of the complaint are submitted in writing to the President. This complaint must be signed by the complainant and provide the complainant's address and phone number, the nature, moment, and place of the issue. The President shall send a written notice of the reception of the complaint and inform the complainant that the complaint has been referred to the Standards and Ethics Committee. The President shall then refer the anonymized complaint to the Standards and Ethics Committee. The Standards and Ethics Committee will then execute a preliminary revision of the complaint and inform the Member or Affiliate that a complaint has been formulated against them. At this stage of the process, no copy of the complaint is provided to the Member or Affiliate unless they provide a written request to the President.

11.2 Preliminary Assessment of Complaint

The duty of the Standards and Ethics Committee during the preliminary examination of a complaint is to accept or reject the complaint. During the preliminary reviewing process, the committee shall gather additional information and consult with other professionals if needed.

If, in the opinion of the Board, the complaint merits a formal examination, the Board provides the Member or Affiliate with an anonymized copy of the complaint laid against them and an opportunity to be present at the meeting of the Board of Directors at which it is to be heard.

If the complaint is rejected, both the Professional or Affiliated Member and the plaintiff will be informed in writing by the President.

11.3 Formal evaluation of complaint

The Committee of Standards and Ethics shall determine the method of evaluating the complaint. The Member or Affiliate may be required to submit their version of events in writing or verbally in person. If the formal evaluation is carried out in person, the Standards and Ethics Committee shall meet the plaintiff and the Member or Affiliate separately. A recording of the procedures may be requested by the Member or Affiliate, or by the plaintiff, and the request shall be automatically granted. All parties shall be forewarned. The committee may also decide to record the procedures in which case all parties shall also be forewarned.

11.4 Decision

Based on the particularities of a complaint and the defense of the Member during their audience, the Ethics and Standards Committee can, by a two-thirds majority of its members, decide whether a complaint is valid and retain it, or discard it. In the event that a decision cannot be attained with two thirds or there is a tie vote, the Chair of the Ethics and Standards Committee has a casting vote.

If the complaint is valid and retained, the Committee shall also formulate recommendations regarding disciplinary measures. The Committee shall then inform the President of its decision and recommendations.

11.5 Disciplinary Measures

The President will inform the Board of Directors of the details of the complaint, the decision made by the Ethics and Standards Committee, and their recommendations regarding disciplinary measures. The Board of Directors shall decide which disciplinary measures will be applied. If the subject of the complaint is a Board Member, they will withdraw from the discussion and abstain from voting on the motion. The President of the Board will inform the Member in writing of the decision taken and applicable disciplinary measures, if any.

11.6 Suspension or Expulsion

If the disciplinary measure is a suspension or expulsion from the Association, Members and Affiliates will be notified by the Board of Directors through a confidential communication.

ARTICLE 12: MEMBERSHIP AND AFFILIATION FEES

12.1 Dues

Dues for each class of Membership and Affiliation shall be determined by the Board of Directors. The membership year runs from January 16th of the current year to January 15th of the following year. Dues are payable annually between January 15th and February 15th.

12.2 Membership application fees

Membership application fees, which are determined by the administrative committee, are required in order to review any application for membership or affiliate membership (drama therapist, dance/movement therapist, music therapist or psychodrama therapist).

12.3 Membership application

Applicants for membership or affiliate membership will be required to pay a membership fee based on the date of receipt of the application:

between January 15 and May 31: the total amount of the membership fee and membership ends on January 15 of the following year;

between June 1 and September 30: half of the yearly membership fee and membership ends on January 15 of the following year; and

between October 1 and January 15: the total amount of the membership fee and membership is valid for the current year and the year following.

AATQ student members who obtain a master's degree in art therapy or a degree in one of the modalities of creative arts therapies (drama therapy, dance/movement therapy, music therapy or psychodrama therapy) that is recognized in Quebec can apply for membership at the student rate for the first year.

12.4 Renewal

Members and Affiliates are sent a renewal notice yearly on January 15th. Those failing to pay their dues by February 15th will be charged late fees. This amount is determined by the Board of Directors. Members and Affiliates who have not renewed their membership by March 15th and have not requested an Inactive Member status (Article 12.8),

will be considered as having resigned from the Association and will lose the rights and privileges granted by the Association as of this date.

12.5 Reinstatement

From the moment membership of the member or affiliate expires, the person will have to pay a reinstatement fee in order to reactivate the membership. This amount is determined by the Board of Directors. Any request for reinstatement as a member must be made according to the standards stipulated in article 4.3 of the present *Bylaws*.

12.6 Honorary Life Members

Honorary Life Members shall not pay dues or registration fees.

12.7 Certification Fees

Certification fees are determined by the Board of Directors. The certification application fee is required to accompany the application when it is submitted to the AATQ. This fee is non-refundable. The initial certification fee is due upon notification of approval of the certification application. The annual certification renewal fee shall be due upon notification. An official certificate of adhesion is given to the member during the Annual General Meeting or mailed to the address given by the Member.

The Member can request a printed copy of their official certificate. Additional, non-refundable fees are applicable as determined by the Board of Directors.

Reinstatement of certification status, following lapsed membership dues for professional membership, shall require payment of the current certification fee for each of the lapsed years and reapplication.

12.8 Inactive status

A Professional Member may, upon written request to the chair of the Membership Committee, be granted inactive membership status for a period not to exceed two (2) years. Reinstatement of membership status shall be made by the payment of dues for the current period. All the rights and privileges of professional membership shall be suspended for the inactive membership period, except registration, which will be annually maintained by the payment of the annual registration renewal fee.

ARTICLE 13: FINANCES

13.1 Financial Year

The financial year of the Association ends on the 31st day of May in each year.

13.2 Audit

The finances of the Association are managed by the Treasurer in accordance with article 7.5 of these *Bylaws*. In the event that the Board of Directors requests the accounts of the Association to be audited by a Chartered Accountant, auditors shall be appointed for this purpose at the Annual General Meeting of Members.

ARTICLE 14: AMENDMENT OF BYLAWS

14.1 Motion to Amend

Amendments to the Bylaws may be proposed by any Director or by presentation of a petition signed by ten (10) Members. This proposal or petition shall be presented to the Chair of the Bylaws and Governmental Affairs

Committee not later than thirty (30) days before the date of the Directors' meeting at which the amendment is to be considered.

These rules may be amended upon receipt of two thirds of the votes of the members entitled to vote, present at the annual general meeting or at the special general meeting provided for this purpose. The amendment or amendments must have been submitted to members by digital documents presenting the original version and the proposed version in tabular form. The proposed amendment (s) to the articles of the bylaws must be sent to the email address provided by the member, at least twenty (20) days and not more than sixty (60) days before the date of the annual general meeting or of the special general meeting planned for the discussion and the vote of the proposed amendments. At the written request of the member, the printed document can be sent to their last known postal address.

The proposed amendments to these regulations are presented to the members by the Chair of the Bylaws and Governmental Affairs Committee or by the Chair of the Board of Directors at the annual general meeting or the special general meeting.

14.2 Technical corrections

The Bylaws and Governmental Affairs Committee has the authority to make technical and clerical corrections to keep the *Bylaws* consistent without calling a vote of the voting Members or the Board of Directors. Any reasonable doubt as to whether a correction is technical or clerical as opposed to substantive shall be resolved by the voting membership.

14.3 Other Official Documents

The adoption, amendment, revision or repeal of other official documents of this Association shall be submitted for passage or rejection of the voting membership by means of a vote at the Annual General Meeting or at a Special General Meeting. The regulation of any such vote is the same as for the ratification of amendments to the Bylaws, as described in Article 14.1.

14.4 Coming into Force

No amendment to a Bylaw or other official documents shall have any force or effect until the same is ratified by the Members eligible to vote.

ARTICLE 15: RULES OF ORDER

The rules contained in *Robert's Rules of Order* or the *Code Morin* shall govern the Association in all cases to which they are applicable and in which they are consistent with these *Bylaws*. The President shall, upon assuming office, decide whether *Robert's Rules of Order* or the *Code Morin* shall take precedence during their term of office.

ARTICLE 16: LANGUAGES

These *Bylaws* are written in both French and English. Should there be any difference between the English and French texts of any Bylaw, the version which is most consistent with the intention of the Bylaw prevails. The ordinary rules of legal interpretation apply in determining such intention.

Articles 1.3, 2.2, 2.3, 2.4, 2.6, 2.8, 3.5, 4.1, 4.2, 4.3, 5.2, 5.5, 5.8, 6.2, 6.3, 6.10, 7.1, 7.2, 7.5, 7.6, 8.2 to 8.10, 9.1, 9.3, 10.1, 10.3, 11.1, 11.2, 11.3, 12.2, 12.3, 12.7, 14.1 and 14.3 were amended in September 2021.

Revision for gender-inclusive language was completed in 2021

Articles 11, 12 and 4.3 were amended in 2008.

Articles 2.2 and 2.6 were amended in 2006.

Articles 2.1, 2.6, 2.7 and 2.8 were amended in August 2000.

Articles 6.1, 8.2 and 8.6 were amended in September 1996.

Article 9.2 was amended in March 1996.

Article 2.2 was amended in January 1995 and in March 1996.

Articles 5.1, 9.3, 10.3 and 13.1 were amended in March 1995.

Articles 1.3, 6.2, 7.1 and 8.3 were amended in June 1993.

Articles 12.1 and 12.2 were amended in October 1991.

September 2021 Edition

Aussi disponible en français